

# MISSOURI FCCLA



# REGIONAL OFFICER'S HANDBOOK

FCCLA: The Ultimate Leadership Experience

Revised August, 2003

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### A THOUGHT ON LEADERSHIP

At the bottom of many of the pages in this handbook, you will find a leadership quote. Some quotes are credited to certain individuals, others come from unknown sources. Please use them as you wish.

# INTRODUCTION

**CONGRATULATIONS** on becoming a regional officer! By doing this, you have taken an important step toward being a strong leader in your family, career and community. As a regional officer, you will have many opportunities to make new friends, plan and participate in regional activities, turn your interests and concerns into action, explore careers and develop skills you need for the world of work, earn recognition and feel good about yourself, make a difference in lives of other Family, Career and Community Leaders of America members, and have a lot of fun!

Leadership training is a primary focus of Family, Career and Community Leaders of America. As FCCLA members take responsibility for planning, implementing and evaluating chapter projects and activities, they develop the skills needed to take the lead in families, careers and communities today and tomorrow. Developing leadership skills means bringing out each person's best qualities.

Leadership is reaching out and sharing personal skills and resources with others. It's learning to work together - to give and take. It's making a decision or taking a stand and being responsible for the outcome. It's knowing when to lead and when to follow. It's gaining experience balancing family, school, career and community responsibilities.

On the regional level, shared leadership is the process through which regional officers hold joint responsibility for regional success. It involves the use of group decision-making, teamwork and democratic processes and helps students develop initiative, creativity and maturity. Shared leadership is a common practice in successful U.S. businesses, and Family, Career and Community Leaders of America experiences can give you an edge in the career world.

Being a regional officer is a big responsibility. It involves many hours of time and takes an unlimited amount of dedication and perseverance. It requires that you set your priorities and adhere to them.

A great FCCLA member and regional officer is one who is: enthusiastic, knowledgeable about Family, Career and Community Leaders of America, energetic, innovative, futuristic, cooperative, hard working, friendly, responsible and committed to the organization. Make it your goal to be a great officer!

YOU, as a regional officer, are a key link between the state association and the local chapters. You will gather leadership training during your term as an officer. **PASS IT ON!**

This handbook is designed to help you become familiar with your role and with Family, Career and Community Leaders of America on the regional and state level, so that you may make the most of your term as a regional officer.



## ***PURPOSES OF ORGANIZING BY REGIONS***

The Missouri Association of Family, Career and Community Leaders of America is made up of thirteen regions with local chapters within the region. The purpose of the regional level is to provide meetings that will offer training and an understanding of the total FCCLA organization. Each region holds a fall meeting during which leadership training sessions are held.

Regional officers are elected to provide leadership for the region, plan and carry out the regional meeting and to help the chapters within the region. The procedure for their election will vary in accordance with the bylaws of the region, and will follow the general election procedures as established by the State Executive Council.

Regional officers have an opportunity to be involved in Family, Career and Community Leaders of America above the local level. This involvement requires a greater understanding of FCCLA to be able to transfer knowledge of the organization to other members. A regional officer is to be a regional, state, and national affiliated member in good standing on the local level and be willing to take on added responsibility.

The regional president is responsible for coordinating all regional planning meetings and regional business with the assistance of the regional advisor who is the advisor to the regional president. Regional officers are assisted by their advisors who are considered regional advisors. Materials concerning the regional meetings will be sent to each local chapter by the officers and advisors responsible for the regional meeting.

Organizing by regions provides the following benefits for Missouri FCCLA members:

- ☆ Develop leadership skills through regional officers.
- ☆ Increase leadership opportunities for all chapter members.
- ☆ Elect the Regional Executive Council, including the state officer and national candidate.
- ☆ Provide an update from the national and state levels.
- ☆ Give recognition to members and advisors beyond the local level.
- ☆ Develop a sense of unity among all chapters in the region.
- ☆ Share ideas, make friends, have a new experience, and have fun.
- ☆ Encourage greater parent involvement in FCCLA activities.
- ☆ Participate in STAR Events.

Remember the difference between a boss and a leader: a boss says "Go!" - a leader says "Let's go!" *E.M Kelly*

Good leaders take a little more than their share of the blame, a little less than their share of the credit.

## ***WHAT MAKES A GOOD LEADER?***

<b>BE WELL-PREPARED</b>	Know that leadership takes work as well as practice.
<b>BE GROUP-MINDED</b>	Regard yourself as a part of the group. Say "we" instead of "I"; don't try to run the crowd.
<b>LIKE PEOPLE</b>	Be understanding and friendly.
<b>BE POISED</b>	Don't let irritations bother you.
<b>HAVE HUMILITY</b>	Be confident, but not cocky. Don't be afraid to reveal that you don't know everything.
<b>BE A HARD WORKER</b>	Don't ask anyone to do something that you would not be willing to do yourself.
<b>BE RESPONSIBLE</b>	Live up to your work and duties.
<b>BE COOPERATIVE</b>	Know how to work with others and enjoy working with them.
<b>BE A FUN-LOVER</b>	Enjoy life--the simple things as well as the big.
<b>HAVE VISION</b>	Help the persons in your group to learn and grow through the activities.
<b>BE CLEAR</b>	Be able to express yourself effectively.
<b>BE PROUD</b>	Proud of what you do. Take pride in being a leader, but earn it.
<b>BE NEAT</b>	Always be neat in dress and personal appearance.
<b>BE COURTEOUS</b>	The words "please" and "thank you" pay dividends. Use them often.
<b>THINK AHEAD</b>	Know members' opinions and be ready to meet changing situations.
<b>SET GOALS</b>	Make them high, but be sure to reach them.
<b>TAKE ADVICE</b>	But do your own thinking.
<b>GET THE FACTS</b>	Analyze them before you draw conclusions.
<b>DO YOUR BEST</b>	At all times. Plan to make the most effective use of your time.

## ***ELECTIONS DON'T MAKE A LEADER***

Even though you have been elected as a regional officer, you may soon discover that simply being "plunked" into a leadership position doesn't make you a leader. It only gives you the obligation to lead!

Experience is the leader's teacher. Learning from big successes, and yes, sometimes even big mistakes are the first step to leading yourself. To lead others wisely and effectively, you must:

- ☆ Have a broad knowledge of Family, Career and Community Leaders of America.
- ☆ Understand yourself; know your capabilities, strengths and weaknesses.
- ☆ Gain others' respect by being respectful of them.
- ☆ Take time to give honest praise to fellow-workers.
- ☆ Realize that, as a leader, you must let others share responsibilities.
- ☆ Be sensitive to the individual and recognize individual differences.
- ☆ Be well-prepared, creative and use initiative.
- ☆ Show a sense of humor to relieve tension in a serious meeting.
- ☆ Make decisions based on the welfare and consideration of the majority of the persons involved and not just on your own personal opinions.
- ☆ Believe in the FCCLA organization and have a sincere desire to serve as a "team member" in accomplishing the purposes of the organization.

Leadership is not over-controlling and dominating a group, but rather, it is achieving results through the combined efforts of others.

## ***A DOZEN CHALLENGING OPPORTUNITIES***

As a regional officer, you have the challenging opportunity to:

1. serve FCCLA members;
2. improve the regional FCCLA organization;
3. inspire FCCLA members;
4. enhance the image of family and consumer sciences education and Family, Career and Community Leaders of America;
5. develop leadership abilities;
6. make many new friends;
7. meet important and outstanding leaders;
8. develop self-confidence;
9. learn to cooperate with other FCCLA members and adults;
10. improve your ability to communicate and enjoy working with others;
11. broaden your knowledge, interest and viewpoints; and
12. advance to other opportunities.

Take advantage of this opportunity to serve FCCLA members and improve yourself. Regional Family, Career and Community Leaders of America members, as well as many other young people and adults, are looking to you as an example to follow and pattern after. Will the image and impressions you leave enhance your region? You have only 365 days to serve as a regional officer. You have a challenge before you. Perform each day of your year as if it were your last day of service.

## ***QUALITIES OF A GOOD REGIONAL OFFICER***

Interest - A good regional officer is sincerely interested and concerned with the success and advancement of FCCLA and its members. Effective regional officers are interested in the improvement of the organization as a part of the total vocational family and consumer sciences education program in the local communities.

Desire - A strong desire to promote and strengthen the Family, Career and Community Leaders of America program is symbolic of an outstanding regional officer. It takes more than interest to get the job done. Planning, organizing and carrying out activities which are successful, requires that regional officers accept responsibility and become involved in the performance of the task.

Knowledge - Informed regional officers are more valuable to the state, region and chapters. An understanding of all FCCLA activities and their relationship to the vocational family and consumer sciences education program is basic information which all regional officers should know.

Ability to Import Information - The ability to speak to, inform and inspire FCCLA members and adults is an important quality of a regional officer.

Willing to Accept Responsibility - Each regional officer must carry their load of responsibilities. Every responsibility is an opportunity for you to serve FCCLA and improve yourself.

Qualities of Leadership - The ability to work with FCCLA members and adults and progress efficiently toward desirable outcomes is essential for a regional officer. You are expected to think clearly and be resourceful.

Maturity - You are expected to act at all times as good-will agents of Family, Career and Community Leaders of America. For 365 days you are passing in review as a regional officer.

Mannerism - Good regional officers learn good manners and put them to practice.

Good Personal Appearance - The first impression is often times the lasting impression. Regional officers are neatly dressed and well groomed. Wear your official dress when on official business.

Avoid Gossiping - If regional officers can't find something to nice say, it's best to say nothing at all.

## ***HOW SHARP IS YOUR REGIONAL I.Q.?***

- \_\_\_\_\_ How many regional officers are there?
- \_\_\_\_\_ Name of your region's state officer.
- \_\_\_\_\_ How many FCCLA regions are in Missouri?
- \_\_\_\_\_ How many regional meetings are held each year?
- \_\_\_\_\_ Who is your regional president?
- \_\_\_\_\_ What school does your regional president attend?
- \_\_\_\_\_ When is the regional meeting held?
- \_\_\_\_\_ Who is the regional advisor?
- \_\_\_\_\_ Who is the assistant regional advisor?
- \_\_\_\_\_ Does your region have a national candidate? If so, whom?

## ***HOW MUCH DO YOU KNOW ABOUT FCCLA?***

- \_\_\_\_\_ Do you know the FCCLA creed to lead it before a group?
- \_\_\_\_\_ Explain the FCCLA emblem.
- \_\_\_\_\_ What are the motto, colors and flower?
- \_\_\_\_\_ Are you familiar with your regional bylaws?
- \_\_\_\_\_ Who is the State Family, Career and Community Leaders of America President?
- \_\_\_\_\_ Who is your region's state officer?
- \_\_\_\_\_ Who is the State Advisor?
- \_\_\_\_\_ Have you used the Family, Career and Community Leaders of America Planning Process?
- \_\_\_\_\_ What is the program for individualized action and recognition?
- \_\_\_\_\_ Who are the regional officers? Name their chapters.
- \_\_\_\_\_ What is the overall mission of Family, Career and Community Leaders of America?
- \_\_\_\_\_ Name the eight purposes of Family, Career and Community Leaders of America.
- \_\_\_\_\_ Where can you find more information about the Family, Career and Community Leaders of America?
- \_\_\_\_\_ Name three national FCCLA programs/meetings/activities.

## ***RESPONSIBILITIES OF ALL REGIONAL EXECUTIVE COUNCIL MEMBERS***

- ☆ Attend all regional meetings.
- ☆ Participate in planning regional meetings.
- ☆ Report on planning meetings to local chapter.
- ☆ Become acquainted with other officers in your region and state executive council members.
- ☆ Exchange news and items of interest from your region through your local news media and/or the state newsletter.
- ☆ Keep a notebook with appropriate records and pass it on to your successor.
- ☆ Know your FCCLA facts and creed.
- ☆ Serve as a member of your chapter executive council.
- ☆ Work with chapter members in assuming responsibility for participation in the regional meeting.
- ☆ Be neat in your dress and appearance at all regional meetings.
- ☆ Be courteous and sincere.

The Regional Executive Council will:

1. Determine policies and procedures;
2. Determine what business shall be brought before the regional meetings;
3. Make plans for the regional meeting;
4. Plan the year's budget and approve disbursement of regional funds;
5. Provide leadership training activities for the regional members; and
6. Conduct other necessary business.

The Regional Executive Council has the authority over the region, subject to such regulations and bylaws as may be adopted by the region in accordance with the bylaws of the state association.

The Regional Executive Council shall be composed of elected regional officers, the state officer from the region, and the national candidate should there be one elected from the region. A male representative and middle school/junior high representative shall be appointed to the Regional Executive Council, if there are not ones elected. Chapters that do not have a regional officer should have one representative to council meetings (not to vote but to be aware of and to participate in discussions as appropriate).

The regional officers are:

- |                   |                               |
|-------------------|-------------------------------|
| 1. President      | 5. Reporter                   |
| 2. Vice-President | 6. Parliamentarian            |
| 3. Secretary      | 7. Others deemed necessary by |
| 4. Treasurer      | the regional association      |

The Regional President presides at all meetings of the region and appoints the committees in consultation with the regional advisor and serves as ex-officio member of the committees. The regional president is expected to attend Public Speaking Training (Leadership Unlimited) and National Leadership Meeting.

The Regional Vice President presides in the absence of the regional president, promotes Power of One, assists with Regional/District STAR Events and State STAR Events, and other duties as determined by the region.

The Regional Secretary keeps a record of the proceedings at all regional meetings and takes care of all necessary correspondence. **(Copies of all correspondence and minutes are to be sent to the state advisor.)**

The Regional Treasurer keeps an accurate account of the regional finances. All disbursements are to be approved by the executive council of the region and payments authorized by the regional advisor. **(A financial statement is to be submitted to the state advisor each year.)**

The Regional Reporter promotes regional activities, develops materials for chapters to use to publicize their involvement in their regional activities and serve as a member of the State Connection Team.



The Regional Parliamentarian chairs the regional bylaws committee and rules on points in question concerning parliamentary procedures during business meetings. Reviews bylaws of new chapters to ensure they are in compliance with regional, state and national bylaws.

The duties of the other officers are to be determined by the regional association.

## ***PLANNING A MEETING***

Each meeting should have a purpose and be designed to fulfill it. Planning and participation from all regional officers and/or chapter representatives is the key ingredient to a successful meeting. Members need the opportunity to ask questions, give opinions, participate in some way and have fun, too.

Use the checklist and sample meeting agenda found in this handbook to assist in planning meetings.

### **POINTS TO REMEMBER TO HAVE A WELL-PLANNED MEETING:**

- ☆ Have a purpose related to the regional goals;
- ☆ Are planned to fit the allotted time;
- ☆ Give members an opportunity to participate;
- ☆ Have variety; use numerous available resources.
- ☆ Make decisions based on the welfare and consideration of the majority, not just one's personal opinions.
- ☆ People can be divided into three groups: those who make things happen, those who watch things happen, and those who wonder what happened.

## ***HOW OFFICERS CAN PLAN A SUCCESSFUL REGIONAL MEETING***

FCCLA meetings have been happening for many years. Some have been an excellent and outstanding event for every member who attended, others have been boring, unorganized, and total failures. The following questions can help you plan a successful meeting:

- ☆ What is the real purpose of the meeting?
- ☆ What do you remember about meetings that you have attended?
- ☆ What do you want people to remember about your meeting?
- ☆ How can you make sure FCCLA members really get acquainted with each other?
- ☆ What business activities do you need to present?
- ☆ What is going to be educational about your meeting?
- ☆ What are you going to do in the program that will cause motivational thought and inspiration?
- ☆ What activities will be planned just for fun?
- ☆ What leadership opportunities will there be? For how many people?
- ☆ How do you plan to include all members?

**DATE AND PLACE OF OFFICER WORKSHOPS AND FALL REGIONAL MEETING SHOULD BE DECIDED AT THE STATE FCCLA LEADERSHIP CONFERENCE IF AT ALL POSSIBLE.**

The successful leader will not have the loudest voice, but the readiest ear. His or her real genius may well lie not in personal achievements, but in unleashing other people's talent. *Warren Bennis*

## ***SAMPLE REGIONAL OFFICERS PLANNING MEETING AGENDA***

Date \_\_\_\_\_ Time \_\_\_\_\_ ☐ a.m. ☐ p.m. Location \_\_\_\_\_

Presiding \_\_\_\_\_ Leadership Position \_\_\_\_\_

Type of Session: ☐ Regular ☐ Work ☐ Executive ☐ Special

GET-ACQUAINTED MIXER AND REFRESHMENTS

OPENING CEREMONY

DETERMINATION OF QUORUM/ATTENDANCE: ☐ Roll Call ☐ Sign In

MINUTES: ☐ Read ☐ Distribute Copies ☐ Omit

TREASURER'S REPORT

OTHER OFFICER REPORTS

COMMITTEE REPORTS:

Person scheduled to report:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

UNFINISHED BUSINESS

1. Evaluation of last regional meeting
2. \_\_\_\_\_
3. \_\_\_\_\_

NEW BUSINESS

1. Plan fall officer workshop and regional meeting
2. STAR Events
3. Regional Screening

ANNOUNCEMENTS

CLOSING CEREMONY

ADJOURNMENT

## ***SAMPLE PLANNING SHEET FOR A REGIONAL MEETING***

Date of Meeting \_\_\_\_\_ Meeting Time \_\_\_\_\_

Host School \_\_\_\_\_

Theme \_\_\_\_\_

ACTIVITY TO BE PLANNED

OFFICER IN CHARGE

Opening Ceremony

Presentation of Colors

Introduction of Officers

Introduction of Theme

Roll Call

Speaker

Workshop(s)

STAR Events

Reports on State Leadership Conference and National Leadership Meeting

Awards/Recognition

Relaxers/energizers/thought for the day

Announcements

Closing Ceremony

Adjournment

Other

## ***SUGGESTIONS FOR MAKING THE MOST OF REGIONAL ACTIVITIES***

1. Get input from everyone in the region. Suggestions are meant for helping.
2. Have a positive attitude: Be aware "Everyone produces something...good, trouble, excuses."
3. In planning programs, start on time. Choose a suitable place for all meetings. Plan programs around an objective, but remember members have broad interests. Give several types of sessions or programs to choose from.
4. Be willing to work. "Unless a man undertakes more than he can possibly do, he will never do all that he can."
5. Use the planning process for planning activities. Think of creative ways to brainstorm and carry out the steps of the planning process.
6. Use resources. They are regional officers, state executive council members, state advisor, *Teen Times*, your community, Alumni & Associates and advisors.
7. Using public relations is great!! Let the public know about the FCCLA!
8. Use plan sheets. Plan every detail.
9. Plan the most appropriate dates and times for the meetings. Announce and get the dates on the calendar as early as possible.
10. Send all dates for meetings to the state office as soon as possible.
11. See that each chapter receives information as early as possible.

## ***CHECKLIST FOR A GREAT MEETING***

This is a handy checklist to go over just before your planning meeting begins, ends and again just before the regional meeting begins.

The meeting:

- \_\_\_ Is well planned and organized
- \_\_\_ Involves all chapters and as many members as possible
- \_\_\_ Host school knows their responsibilities
- \_\_\_ Has a comfortable motivating atmosphere
- \_\_\_ Has a central theme
- \_\_\_ Involves parents and school administrators and teacher educators
- \_\_\_ Has all tools for effective communication (microphone, podium, audiovisual equipment)
- \_\_\_ Displays the American flag
- \_\_\_ Displays the FCCLA emblem or banner
- \_\_\_ Refreshments or food
- \_\_\_ Registration area
- \_\_\_ Nametags
- \_\_\_ Programs
- \_\_\_ Each regional officer is prepared (gavel, notebooks, reports, awards, speeches and remarks written out)
- \_\_\_ Appropriate dress announced
- \_\_\_ Letter of information sent to all affiliated chapters
- \_\_\_ Letter of invitation to all non-affiliated schools (including special guests)
- \_\_\_ Last-minute check with all program participants
- \_\_\_ Will be fun

## ***CHECKLIST FOR SCHOOL HOSTING THE MEETING***

- \_\_\_\_ Secure building and rooms for date and times of meeting well in advance
- \_\_\_\_ Involve administrators' cooperation
- \_\_\_\_ Communicate with regional president for last-minute details
- \_\_\_\_ Have available AV equipment, podium, microphone, and take care of all physical facilities
- \_\_\_\_ Organize welcome committee to serve as greeters and welcome delegates, advisors, guests and program participants
- \_\_\_\_ Provide directional signs in the building
- \_\_\_\_ Be sure a map to the school is included in information letter
- \_\_\_\_ Have an adult serve as stage consultant
- \_\_\_\_ Have a custodian handy for minor emergencies
- \_\_\_\_ Organize a committee or guides to assist chapters as they arrive with materials needed to be arranged
- \_\_\_\_ Organize a clean-up committee
- \_\_\_\_ Send special thank you notes to those in your community and school who assisted you with the meeting

The path was worn and slippery. My foot slipped from under me, knocking the other out of the way, but I recovered and said to myself, "It's a slip and not a fall." *Abraham Lincoln, after losing a senate race*

I am only one. But still, I am one. I cannot do everything, but still I can do something. And because I cannot do everything, I will not refuse to do the something that I can do. *Edward Everett Hale*

## ***FINE TUNING YOUR MEETING***

How can officers establish a meeting that comes across to the members as important and valuable?

Beginnings of meetings are important because they set a climate for and give a feeling about the meeting to the participants. They can help make people feel glad they came because the setting is organized, warm and ready.

There are some things that occur again and again during meetings. Here are some examples of typical events and episodes with some ideas on how to handle these situations. Add your own alternative solutions. Here are eight typical confronting situations:

- ☆ Keeping speakers within a time span
- ☆ Coping with latecomers
- ☆ Coping with a high status person
- ☆ Stimulating a non-reactive, passive group
- ☆ Dealing with professionals
- ☆ Arranging physical set-ups
- ☆ Dealing with long committee reports

### **SITUATION 1** - How would you keep a speaker on schedule?

Some ideas:

- ☆ Make it very clear to the speaker ahead of time about how long a speech the group is expecting.
- ☆ Advise the speaker beforehand that you will give a time warning so many minutes before the end.
- ☆ Confer briefly ahead of time with the suggestion to make one or two stops in the speech in order to give listeners a chance to ask questions or make comments.
- ☆ Stand up at a given time, if appropriate.
- ☆ Sit next to the speaker so you can give a "touch signal."
- ☆ Have a timekeeper in the audience, previously agreed upon, who stands up at an agreed-upon time.
- ☆ Say to the whole group, "Dr. Shoemaker will speak approximately 20 minutes, after which you will be able to ask questions."

### **SITUATION 2** - One of the problems may be handling latecomers after things have gotten under way. What can you do?

Some ideas:

- ☆ Have one or several people designated to take care of helping greet and update the late people.
- ☆ Provide a separate table near the door so people can pick up any needed material as they come in.
- ☆ Provide a larger number of tables, leave one or two spaces open at each table and have someone ready to invite the latecomers to join already formed groups.
- ☆ Establish a pattern of always starting on time. Then people know that if they are late, they will miss something.
- ☆ Include the latecomers as quickly as possible even though they may feel guilty about being late.

### **SITUATION 3** - The National President of the organization is going to be at the next meeting. What are some of the ways to make the group feel at ease with this person in attendance?

Some ideas:

- ☆ Have an hour at the beginning of the meeting where people can meet the person informally.

- ☆ Utilize the visitor early in the meeting so there is no necessity for anxiety or prolonged curiosity.
- ☆ Have different seating arrangements so the national president is not always at the head of the table. The president might sit at different tables during different activities to get to know more people.
- ☆ Arrange for the president to eat beforehand and then walk around to meet people during the course of the meal.
- ☆ Give the president a place on the agenda to ask questions of the group so that he/she can communicate with the group.
- ☆ Ask the president beforehand how he/she would like to relate to the group.

**SITUATION 4** - You've heard chairpersons or workshop leaders say: "Gosh, what do I do with that group? You ask them a question and they just don't respond; they're apathetic; I just don't know where they are?"

Some ideas:

- ☆ Break down into buzz groups or table groups to discuss the issue at hand and then have a rotating report back to the total group.
- ☆ Ask for a brainstorm in which you do away with the pressure of evaluation of discussion by having everybody stimulate each other by calling out ideas.
- ☆ Divide the group into trios and have them come up with all the ways: "We could get our group to participate more."
- ☆ Have a guided discussion sheet about the topic available for each table.
- ☆ Train some facilitators for small groups so that the facilitator can help that group participate more actively.
- ☆ Challenge them by saying, "What questions would you ask a group about this topic?"

**SITUATION 5** - One roadblock for many meetings is starting at a particular time. Do you start at the stated time or when people arrive?

Some ideas:

- ☆ Recognize that people aren't going to walk in the door at the same time; therefore, it is best to have plans for what you might call a "raggedy beginning" in which there is something to do from the moment the first member comes in. For example: suggestions for some pre-meeting conversational topics, resources to see and/or read, or short interviews of participants.
- ☆ Establish the pattern of starting on time and then later reach the latecomers.
- ☆ Have some small group tasks done as people enter the room. The total group meeting doesn't start until the small groups are ready to report to the whole group.
- ☆ Have a committee of peers that works on an approach for late members and then calls the attention of the group to its own norms, so it's a member of the group rather than the leader who has the job of dealing with the problem.
- ☆ Have the whole group discuss "what we might do about some people coming early and some people coming late, and how we as a group might handle it."
- ☆ Evaluate the starting time for the group. Is it convenient for the majority or was it set by a small number of people for their convenience? Or, was the time set many years ago and never since been challenged?

**SITUATION 6** - Often we invite expert resource people. How do we decide who we want and then how do we brief that person to make sure he/she is really useful?

Some ideas:

- ☆ Give the resource person a summary of actions, problems, or situations that the group has experienced relating to the resource person's specialty.
- ☆ Brainstorm at a meeting prior to hearing the speaker about specific things the speaker should address.
- ☆ Have a panel of members develop questions for the resource person's response.
- ☆ Have a personal phone call or telephone conference with selected members of the group and resource person.
- ☆ Advise the resource person in advance that the group has some definite ideas they want to explore, and that they are preparing a list of questions. They would like a resource person rather than a lecturer.
- ☆ Clarify with the resource person the length of time, the topic, and the hoped-for outcomes of the meeting.

**SITUATION 7** - You've just walked into the room where the meeting is going to be held. What should you do to rearrange the room to meet your needs?

Some ideas:

- ☆ Get busy and rearrange it.
- ☆ Get others to help you move the tables out of those fixed, straight-line patterns.
- ☆ Ask the custodian to help you rearrange the room.
- ☆ As people come in, make it a fun kind of work session with their help.
- ☆ Clarify with helpers your plans for specific arrangement.
- ☆ Ask enough questions before you arrive for careful planning.
- ☆ Scout the building to see if there is an empty room that would be easier to set up in a quicker manner.

Like all adventures, the adventure of leadership takes faith. Faith in yourself, and faith in anything and anyone that helps you maintain that faith. *Hap Klopp*

My grandfather once told me that there are two kinds of people: those who do the work and those who take the credit. He told me to try to be in the first group; there was less competition there. *Indira Gandhi*



## ***GUIDELINES FOR REGIONAL PRESIDENTS AND ADVISORS***

Regional Presidents work with their executive council and regional advisors to develop an agenda for each meeting. He/she presides at meetings, uses basic parliamentary procedure, and helps the group make decisions but does not make decisions for the group. The president sees that necessary committees and subcommittees are formed and that committee chairs are selected. The president may serve as an ex-officio member on committees. He/she knows the duties of all officers and committee chairs, starts meetings on time, and confers frequently with regional advisors on plans. The president may represent the region at special events. Specific guideline to follow include:

1. Keep informed and current, read carefully and thoroughly all mailings from the state office. File the mailings for future reference.
2. Be familiar with regional, state, and national bylaws. Be particularly familiar with the sections of the *State Bylaws*, Revised 2000 regarding regional business. (Article II, Section 2; Article IV, Sections 2-5; Article V; Article VI; Article VII, Section 3; Article IX, Section 2.)
3. **To keep the state office informed, be sure to see that copies of regional plans and results (minutes, regional correspondence, agendas, programs, bylaws, roll call results, etc.) are sent to the state office.**
4. Prior to December 20 send all communications regarding regional meetings and screenings to every school in your region. Addresses may be obtained from the *Missouri School Directory*, which may be found in the office of the principal and superintendent. Be sure to mail communications in advance of regional activities so that local chapters have plenty of time to make plans. After December 20 communications may be sent to only chapters affiliated at the regional, state, and national levels.
5. Be responsible for the treasurer sending a list of chapters affiliated at the regional level to the state office after December 20 **and** a financial statement to the state office each year.
6. Be responsible for seeing that the parliamentarian chairs a bylaws committee as necessary to keep the regional bylaws up-to-date with the state and national bylaws, as well as reviews bylaws of new chapters.
7. Schedule the regional screening and elections meeting **after** December 20 and **before** February 15.
8. Set a deadline of at least two weeks prior to the screening and election date for qualifications of officer candidates to be submitted to the regional advisor.
9. **Carefully and thoroughly review officer qualification forms to be sure that candidates are members of affiliated chapters (a list of chapters affiliated at the state and national levels will be sent to the regional advisor after December 20) and meet all the regulations and qualifications listed on the officer qualification forms. (THE REGIONAL ADVISOR IS ACCOUNTABLE FOR ALLOWING ONLY QUALIFIED OFFICER CANDIDATES TO PARTICIPATE IN SCREENING AND ELECTIONS.)**
10. Be responsible for each affiliated chapter having the number of voting delegates at the screening and elections meeting as specified in Article VI, Section 1 of the *State Bylaws*, Revised 2000.
11. Make ballots for voting delegates and select a committee to count ballots.
12. If officer qualification forms are reproduced for voting delegates, the reproductions should be quality ones.
13. By **February 15** or date designated by the state advisor, submit the completed Regional Directory, and the **originals** of the State Officer Qualification form for the Regional State Vice-President and the National Candidate Qualification form for the Regional National Candidate to the state office.
14. Remind the Regional Executive Council Members and Regional Advisor that their duties begin and end with regional installations.

## ***GUIDELINES FOR REGIONAL VICE PRESIDENTS AND ADVISORS***

(These guidelines are general in nature, each region determines actual duties of the regional vice president)

The regional vice president presides in the absence of the regional president, promotes Power of One, and assists with regional/district and state STAR Events. The vice-president works with the regional executive council to help plan regional programs and activities that meet the interests and needs of regional members and the association. Vice Presidents and advisors in charge of STAR Events will receive the *STAR Events Manual* and the *STAR Events Management Manual*. Specific guidelines to follow include:

1. Keep informed and current, read carefully and thoroughly all mailings from the state office. File the mailings for future reference.
2. Be familiar with regional, state, and national guidelines concerning STAR Events and Power of One. Prepare to present workshops on these programs if needed.
3. Determine the host institution for regional/district STAR Events. Cooperate with the host institution and advisors from the region the most satisfactory date for regional/district STAR Events. Set an alternate date in case of inclement weather. Establish appropriate STAR Events entry fees.
4. As early as possible, announce the date, entry fees, general time schedule and postmark deadlines for regional/district STAR Events. This shall be done in a mailing sent to ALL schools in the region/district which have family and consumer sciences programs, regardless of the status of FCCLA in those programs. Doing this early in the year and to all programs in your region may promote the affiliation of a new chapter!
5. Following the deadline for receiving entry forms, the host institution will acknowledge, via letter, the receipt of the entry forms and time schedule for STAR Events.
6. Check eligibility of STAR Events participants/chapters by comparing reviewing chapter affiliation forms and regional affiliation information. Only chapters affiliated by the state affiliation deadline for STAR Events (December 20) will be allowed to participate in STAR Events. A list will be forwarded as soon as possible after the state affiliation deadline.
7. Work with the host institution to secure consultants and evaluators for STAR Events.
8. Work with the host institution to determine registration procedures, hospitality, news releases, STAR Events management, and recognition procedures. Follow procedures outlined in the *STAR Event Management Manual*.
9. After STAR Events, complete the STAR Events Summary Sheet.
10. Forward the STAR Events Summary Sheet and the entry forms (affiliation form attached) of those qualifying for STATE STAR Events to the state office, **as soon as possible**, following regional/district STAR Events. **All Summary Sheets and STAR Events entry forms must be postmarked on or before February 20 in order to be entered into state STAR Events.**

**INFORMATION REGARDING REGIONAL/DISTRICT STAR EVENTS WILL BE SENT EACH YEAR.  
CONTACT THE STATE OFFICE WITH SPECIFIC QUESTIONS.**

Even when we have the same goal, each of us reaches it in a different way.

## ***GUIDELINES FOR REGIONAL SECRETARIES AND ADVISORS***

(These guidelines are general in nature, each region determines actual duties of the regional secretary)

The regional secretary keeps an accurate, complete record of all regional meetings and executive council meetings. He/she makes the minutes available for reading, posting, or circulating them. They keep a current listing of affiliated chapters and handles official correspondence, including thank you notes when appropriate. The regional secretary also counts and records votes. Regional secretaries are to keep minutes of all meetings on file. If a question arises, members can refer back to the minutes for accurate information.

### **TIPS FOR MINUTE TAKING**

- ☆ Identify the presiding officer, program participants and those presenting special reports.
- ☆ Use headings and a separate paragraph for each item of business.
- ☆ State the issue, note major points discussed and the conclusion for items involving major discussion. Be concise and to the point.
- ☆ Include all main motions adopted or rejected.
- ☆ Include name of person making motion (name of person seconding motion need not be included). A motion card may be used (see example)
- ☆ Include vote count for very important or controversial motions.
- ☆ Write minutes in the third party.
- ☆ Attach committee reports to the minutes. It isn't necessary to take notes on reports, only on acceptance, rejection, or changes.
- ☆ Make corrections or additions to the minutes with red ink directly on the original minutes.
- ☆ Use only one side of the paper and number each page.

Good words are worth much, and cost little. *George Herbert*

It is true that there is much to be done, and perhaps, you are weak-handed; but stick to it steadily, and you will see great effects; for constant dripping wears away stones; and by diligence and patience, the mouse ate in two the cable; and little strokes fell great oaks. *Ben Franklin*

## ***GUIDELINES FOR REGIONAL TREASURER'S AND ADVISORS***

(These guidelines are general in nature, each region determines actual duties of the regional treasurer)

The regional reporter keeps accurate records of all regional income and disbursements. He/she prepares and presents a treasurer's report for each business meeting, presents a year-end financial statement to the region, and may offer recommendations for the coming year. Specific guidelines to follow include:

1. Keep an accurate record of all regional income noting date received, source and amount. Give receipts.
2. Keep an accurate record and receipts for all money paid out, to whom paid and amount.
3. Use safe business procedures, working closely with the regional advisor, to handle all regional money.
4. Work closely with all regional officers and advisors in establishing the region's budget.
5. A financial statement is to be submitted to the state advisor annually.

### **SAMPLE TREASURER'S BUDGET**

Estimated Regional Budget from \_\_\_\_\_ to \_\_\_\_\_  
(month/year) (month/year)

#### **INCOME:**

Carry over from previous year	\$ _____
Dues _____ members @ \$ _____ each	\$ _____
Registration fees	
Officer Training Workshop: _____ members @ \$ _____ each	\$ _____
Regional Meeting: _____ members @ \$ _____ each	\$ _____
STAR Events Entry Fees: _____ @ \$ _____ each	\$ _____
Contributions	\$ _____
Other	\$ _____

**TOTAL INCOME** \$ \_\_\_\_\_

#### **EXPENSES:**

Certificates/Awards	\$ _____
STAR Events (medals, plaques, etc.)	\$ _____
Speakers:	
Officers Workshop	\$ _____
Regional Meeting	\$ _____
Regional Banquet	\$ _____
Meal arrangements/refreshments	\$ _____
Carryover to next year	\$ _____
Other	\$ _____

**TOTAL EXPENSES** \$ \_\_\_\_\_

**BALANCE:** \$ \_\_\_\_\_

(Your projected expenses should equal projected income so your balance should be zero.)

A budget is helpful to succeeding treasurers to:

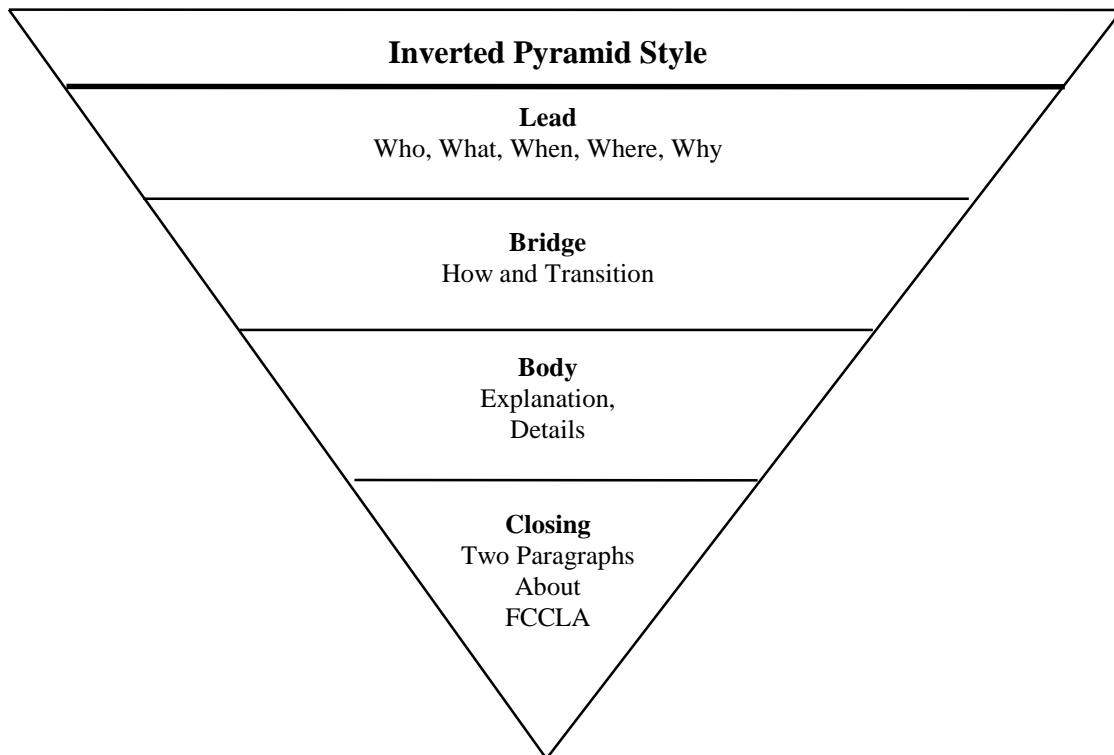
- \* Know how much is in the treasury.
- \* Know whether to increase dues, registration or contributions.

## ***GUIDELINES FOR REGIONAL REPORTERS AND ADVISORS***

(These guidelines are general in nature, each region determines actual duties of the regional reporter)

The regional reporter publicizes meetings and events, may write news releases for local chapters to use when attending regional events, and keeps the state and national offices informed of regional activities. The reporter may assist in updating permanent records of the regional association. Specific guidelines to follow include:

1. Work with the regional executive council to develop a public relations plan to obtain additional publicity for local chapter participating in regional activities.
2. If a regional newsletter is produced, make sure it is of quality and promotes the organization in the best possible light.
3. Pass along regional activities and accomplishments to the state and national offices, including submitting articles to *Teen Times* and the *National Publicity Book*.
4. Be prepared to lead workshops on public relations techniques. Become familiar with the “Communications” chapter of the *FCCLA Chapter Handbook* (available from the national *Publications Catalog*)



## ***GUIDELINES FOR REGIONAL PARLIAMENTARIANS AND ADVISORS***

(These guidelines are general in nature, each region determines actual duties of the regional parliamentarian)

The regional parliamentarian knows the rules of simple parliamentary procedure, helps keep meetings running smoothly, and works to keep the bylaws of the region up-to-date with state and national bylaws. There may be times when formality and parliamentary procedure can be useful to a meeting. For example, officially voting on bylaw changes makes it possible to record the decisions for future use. Speaking only when recognized moves business along in an orderly way--especially with a large group.

Parliamentary procedure can provide an orderly system for accomplishing business while protecting the rights of members. It can be defined as--

- ☆ the right of the minority
- ☆ the rule of the majority
- ☆ partiality to none

The four basic principles of parliamentary law are--

1. courtesy and justice for all
2. one item business at a time
3. the minority must be heard
4. the majority must prevail

Whether a region uses formal parliamentary procedure, conducts meetings more informally or both, all officers should be familiar with their region's bylaws and the most commonly used parliamentary terms and procedures. Knowing such procedures can help even an informal meeting run more smoothly.

1. Obtain a copy of *Robert's Rules of Order, Newly Revised*.
2. Regional parliamentarians may conduct a workshop on successful meetings for other executive council members and local chapters. If assistance in conducting a parliamentary procedure workshop is needed, contact someone familiar with parliamentary procedure. Chapter advisors and members who are familiar with the Parliamentary Procedure STAR Event may be a good resource.
3. When working with revisions of regional bylaws, please contact the state office with any questions. Check to see that you have the most recent copy of the state and national bylaws.
4. Send a copy of all revised bylaws to the state office when they have been approved by the voting delegates.
5. Work with newly affiliated chapters in your region to ensure they have local bylaws which are consistent with regional, state and national bylaws.

## ***BASIC VOCABULARY FOR PARLIAMENTARY PROCEDURE***

1. **Acclamation** - an oral, or voice, vote
2. **Affirmative** - "for" or "yes" vote
3. **Adjourn** - to end the meeting
4. **Agenda** - order of business for the meeting
5. **Amendment** - a change in or addition to the main motion; amendments can also be amended once
6. **Chair, Chairman, Chairperson** - person presiding at a meeting
7. **Debate** - discussion for or against the motion
8. **Division (or Division of the House)** - when a member disagrees with a voice vote and calls for a counted vote; does not require a second
9. **Gavel** - a tool for calling the meeting to order
10. **General (or Unanimous Consent)** - if there are no objections, passing a motion without debate or vote
11. **Majority** - over half of the votes cast; sometimes called simple majority, which is 50 percent plus 1
12. **Methods of Voting** - voice votes: aye and no, general consent; roll call: raising hand or standing; ballot: secret ballot, usually written or recorded by voting machine
13. **Minority** - the smaller number; less than 50 percent
14. **Minutes** - written record of a meeting

15. **Main Motion** - an idea brought before the group for consideration; should be stated “I move that...” or “I move to...”; must be acted on
16. **Parliamentarian** - one who has knowledge of parliamentary procedure and is skilled in its practice
17. **Pending** - has not been voted on; is still “on the floor”
18. **Plurality** - a larger vote than for any other candidate but not more than half the total votes cast; never elects unless a special rule has been made to that effect
19. **Point of Information** - to ask for clarification
20. **Point of Order** - to correct a breach of order or error in procedure
21. **Postpone** - puts off a motion until some future time
22. **Previous Question** - a call to end discussion and vote on the motion; a second is required
23. **Putting the Question** - when chair takes vote for and against a motion and announces the results
24. **Quorum** - minimum number of members that must be present to conduct the business of the meeting; usually a simple majority unless specified in the bylaws
25. **Second** - means another member supports the motion
26. **Stating the Question** - chair restates the exact motion after the second and indicates it is open for debate

### ***Main Motion***

Use the following procedure: The member rises and addresses the chair. When recognized, the member begins the motion with these words: “I move that...” or, “I move to...” **Never, under any circumstances, say, “I make a motion...”**

Following the motion, a second is needed to make sure at least one more member is interested. Members should say, “I second the motion” or “Second.” If no one seconds the motion, the chair will say, “The motion dies for lack of a second.” If a second is secured, the chair repeats the motion and informs the members as to what action is needed. For example, if the motion is debatable, the chair will call for discussion.

No member may present another main motion or discuss another item of business while the first main motion is on the floor. When there is no further discussion, the chair calls for the vote, first repeating the motion to avoid misunderstanding. Members typically respond by either voice or standing votes. The chair announces whether the motion is carried or defeated. The completion of this item of business is signified by one tap of the gavel.

### ***Amending the Main Motion***

There are three common ways to present amendments -

1. - to insert or add
2. - to strike out
3. - to strike out and insert or substitute

After an amendment has been offered, it requires a second. It is permissible to offer an amendment to an amendment. Amendments are used to modify a motion, not to change its entire meaning. If you wish to change the motion completely, then vote against it.

### ***Division of the House***

Sometimes the vote is very close and the chair must declare which way the voters decided. To clarify the vote, members may call for a division of the house. Members should say “division” or “I call for a division.”

The chair should say, “A division of the house has been called. All in favor of the motion, please stand. All those opposed, please stand. The motion is ...(passed/defeated) by a vote of \_\_\_\_ to \_\_\_\_.” If the vote is tied, then the presiding officer may cast the deciding vote. If the presiding officer declines to vote, the motion fails.

### ***Postpone Definitely***

A vote can be postponed to a specific time if it is felt members are not ready to vote on it. “I move to postpone action on this motion until our next regular meeting.” If seconded and carried, this motion must appear in its original form under unfinished business at the next meeting.

### ***Postpone Indefinitely***

A motion can be effectively killed by postponing indefinitely. “I move to postpone action on this motion.” If seconded and carried, it would require a motion to reconsider to bring it up again. Usually this does not happen.

### ***Lay or Take from the Table***

A motion to lay on the table often accomplishes much the same thing as a motion to postpone indefinitely. The major differences are that this motion is not debatable and, once tabled, requires a motion to take from the table at the same meeting or next regular meeting or it ceases to exist. Say, “I move to lay this motion on the table.” or “I move to take from the table the motion to..., tabled at our previous meeting.”

### ***Refer to Committee***

Sometimes you may wish for more information before making a final decision. The motion to refer to committee would serve this purpose. “I move to refer this motion to a special committee of three, appointed by the chair, with the charge to report at our next meeting.” When the committee reports, then this motion is again before the chapter in its original form.

### ***Previous Question***

If the discussion is taking too long, a member may wish to say, “I move the previous question.” This motion requires a second, is neither debatable nor amendable and, since it limits the rights of the members, calls for a two-thirds majority vote. If carried, the debate is ended and the original motion must be voted on at once.

### ***Limit Debate***

Members may choose to limit either the amount of time allowed or the number of speakers during discussion. “I move to limit debate on this motion to an additional five minutes” or “I move to limit debate to one more speaker on each side of the motion.” This motion is not debatable and requires a second and a two-thirds vote.

### ***Point of Order***

If the rules of the assembly are being violated, a member may rise to a point of order. The member states, “I rise to a point of order.” The chair responds, “State your point of order.” The member then states the rule being violated, such as, “Discussion is not in order since this motion has not received a second.” The chair responds “Your point is well taken” and then state the correction to the rule.

### ***Parliamentary Inquiry***

This is used to request clarification on the correct usage of parliamentary procedure during the meeting.

### ***Point of Information***

If a question is related to the business at hand but not related to parliamentary procedure, members may rise to a point of information. This would be to ask questions, such as how much money is in the treasury. Say, “I rise to a point of information.” The chair will then ask you to state your point.

### ***Withdrawing a Motion***

Up to the time the chair states the motion, it can be modified or withdrawn without a second or a vote, by the person making the motion. Rise and say, “I withdraw this motion.” The chair then states that the motion is withdrawn. If the motion has already been stated, the member may withdraw his or her own motion, but it must be seconded. A majority vote is required to withdraw a motion that has been stated by the chair.

### ***Suspending the Rules***

It may become necessary to make a temporary change in the agenda of the meeting. A member may request that the rules be suspended. This motion is not debatable but needs a second and requires a two-thirds vote.

### ***Move to Reconsider***

Members at times wish to change a previous action. In the same meeting or next meeting, members may move to reconsider, providing that they voted on the winning side of the motion in question. If the motion to reconsider carries, the original motion is back on the floor for further discussion, if debatable, and for another vote.

### ***Move to Adjourn***

This motion is always in order except when a speaker has the floor; when a vote is being taken; after it has just been voted down; or when the assembly is in the midst of some business that cannot be abruptly stopped.



### ***Motion Cards***

Members may find it useful to use motion cards to expedite business and provide a record of what was said for the secretary's minutes. A sample is provided below.

#### **FCCLA Motion Card**

Motion:

Moved by: \_\_\_\_\_

Meeting: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Date: \_\_\_\_\_

## ***FCCLA SUMMARY OF MOTIONS***

<b>Classification</b>	<b>Kind</b>	<b>Second</b>	<b>Debatable</b>	<b>Amendable</b>	<b>Vote Required</b>	<b>Can Be Reconsidered</b>
<b>Privileged</b>	Adjourn	Yes	No*	No*	Majority	No
	Question of Privilege	No	No	No	No	No
<b>Incidental</b>	Appeal	Yes	Yes	No	Majority in negative	Yes
	Division of the House	No	No	No	No	No
	Parliamentary Inquiry	No	No	No	No	No
	Point of Information	No	No	No	No	No
	Point of Order	No	No	No	No	No
	Suspend the Rules	Yes	No	No	2/3	No
	Withdraw a Motion	*	No	No	Majority	Negative vote only
<b>Subsidiary</b>	Amend	Yes	Yes*	Yes*	Majority	Yes
	Lay on the Table	Yes	No	No	Majority	No
	Limit Debate	Yes	No	Yes	2/3	Yes
	Postpone Definitely	Yes	Yes	Yes	Majority	Yes
	Postpone Indefinitely	Yes	Yes	No	Majority	Affirmative vote only
	Previous Question	Yes	No	No	2/3	Yes
	Refer to Committee	Yes	Yes	Yes	Majority	Yes
<b>Main</b>	Main Motion	Yes	Yes	Yes	Majority	Yes
<b>Unclassified</b>	Reconsider	Yes	Yes	No	Majority	No
	Rescind	Yes	Yes	Yes	2/3	Negative vote only
	Take from the Table	Yes	No	No	Majority	No

\* See text or *Roberts Rules of Order, Newly Revised*

# ***SUGGESTED REGIONAL BYLAWS***

## **I. Name and Purposes**

### **A. Name**

The name of this region of Family, Career and Community Leaders of America, Inc. shall be

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### **B. Purpose**

The purposes of this chapter shall be the same as those of the national organization.

## **II. Membership**

### **A. Active membership.**

Any student who is taking, or has taken a course in family and consumer sciences and/or family and consumer sciences related occupations through grade 12 and has paid all applicable local, state, and national dues shall be an active member.

### **B. Alumni & Associates membership.**

Former members of Family, Career and Community Leaders of America, Inc., Future Homemakers of America and New Homemakers of America and other adult supporters may become state nationally affiliated Alumni & Associates members.

## **III. Meetings**

## **IV. Officers**

### **A. Officers**

### **B. Duties**

### **C. Term of Office**

### **D. Vacancies**

## **V. Elections**

## **VI. Committees**

### **A. Committees**

#### **1. Standing**

#### **2. Special**

### **B. Responsibilities**

## **VII. Finances**

### **A. State and National Dues**

### **B. Regional Dues**

### **C. Budget**

## **VIII. Amendments**

## **IX. Parliamentary Authority**

The rules found in *Roberts Rules of Order, Newly Revised*, will govern the business meetings of the region where appropriate.

## ***RESOURCES***

There are many resources available for guest speakers at local and regional FCCLA activities. Many nationwide organizations have local county or state units. For more information on resources that may be available, refer to the FCCLA Chapter Handbook, "Resources" section.

### **HOW TO CONTACT THE STATE OFFICE**

**Missouri FCCLA**  
**Department of Elementary and Secondary Education**  
**P.O. Box 480**  
**Jefferson City, MO 65102-0480**  
**Phone: 573/751-7964**  
**Fax: 573/526-2004 or 4261**  
**cholling@mail.dese.state.mo.us**

**Toll-free fax-back service:** Key FCCLA information and forms can be faxed back to you following your request from a touch-tone phone --

dial - 1-800-NFO-TOGO (1-800-636-8646)

Follow the voice prompts to receive FCCLA information on a variety of topics. To obtain a document index, enter 99999 at the prompt. The phone call is free.

**National headquarters staff:** staff members are available to answer your questions about affiliation, services, resources, programs, meetings and communications by --

Family, Career and Community Leaders of America  
1910 Association Drive  
Reston, VA 20191-1584  
Phone: 703/476-4900  
Fax: 703/860-2713  
E-mail: natlhdqtrs@fcclainc.org  
Web Site: [www.fcclainc.org](http://www.fcclainc.org)

**FCCLA Publications Catalog:** this free catalog, sent to affiliated chapters at the beginning of each school year, describes current FCCLA publications, audiovisuals and promotional items, including cost information and an order form.

**Emblematic supplies:** Advertising, Premiums and Incentives, Inc. (API), the official supplier of FCCLA logo materials, products and uniforms, sends a catalog to chapters each year and may be reached by going to the FCCLA web site at [www.fcclainc.org](http://www.fcclainc.org).

## CAREER AND TECHNICAL STUDENT ORGANIZATIONS

Family, Career and Community Leaders of America is one of 10 career and technical student organizations. These groups, which operate through career and technical (or vocational) education programs in school, are --

**Business Professionals of America**, the national organization for students enrolled in business and office education in the middle, secondary and postsecondary schools, contributes the advancement of leadership, citizenship, academic and technological skills. Founded in 1965.

5454 Cleveland Avenue, Columbus, OH 43231

**Future Business Leaders of America-Phi Beta Lambda (FBLA-PBL)**, the national organization serving students preparing for careers in business and business-related fields, brings business and education together in a positive working relationship through innovative leadership and career development programs. FBLA (high school level) founded in 1942, PBL (postsecondary level) in 1958.

1912 Association Drive, Reston, VA 20191

**Family, Career and Community Leaders of America (FCCLA)** chapters, the national organization serving students through grade 12 who are taking or have taken family and consumer sciences classes, is the only organization of its kind focusing on family issues. FCCLA uses individual and team projects to provide leadership opportunities, develop critical thinking and decision-making skills and recognize student achievement. FCCLA builds strong leaders in families, careers and communities. Founded in 1945.

1910 Association Drive, Reston, VA 20191-1584

**Health Occupations Students of America (HOSA)**, the national organization for health care students in secondary, postsecondary and collegiate institutions, provides a variety of classroom and community-based educational experiences and health care industry-approved competitive events. Founded in 1976.

6309 North O'Connor Road, Suite 215, Irving, TX 75039-3510

**National DECA**, the National Association of Marketing Students, provides activities integrated into the curriculum of high school and college marketing education programs that develop skills in marketing, management, entrepreneurship and leadership. Founded in 1946 as Distributive Education Clubs of America.

1908 Association Drive, Reston, VA 20191-1594

**National FFA Organization**, the national organization of students enrolled in agricultural education programs, develops students' potential for premier leadership, personal growth and career success through agricultural education. Members are preparing for careers in the science, business and technology of agriculture. Founded in 1928, formerly called Future Farmers of America.

5632 Mount Vernon Highway, P.O. Box 15160, Alexandria, VA 22309-0160

**National Postsecondary Agricultural Student Organization (PAS)**, the national organization for college agriculture students, provides opportunities for individual growth, leadership and career preparation. Founded in 1980.

P.O. Box 221897, Sacramento, CA 95822-8897

**NYFEA-the Association for Educating Agricultural Leaders** (National Young Farmer Education Association), recognized by the U.S. Department of Education as the adult agricultural education organization. Founded in 1982.

P.O. Box 20326, Montgomery, AL 35120

**Technology Student Association (TSA)**, the national organization for elementary, middle school and high school students who are presently enrolled in or have completed a technology education course, promotes technological

literacy among students by enhancing their knowledge and experience through exposure to emerging technology. Founded in 1978; formerly called AIASA.

**SkillsUSA-VICA** - the national organization for trade, industrial, technical and health occupations students in high schools, vocational-technical centers and two-year colleges, develops employability, participatory and quality skills to complement students' occupational skills. Founded in 1965.

P.O. Box 3000, Leesburg, VA 20177

There is no substitute for hard work. *Thomas Alva Edison*